

Evercreech Parish Council

Policy Name: Privacy Policy

Date adopted: February 2021

Date of Review: February 2023

Evercreech Parish Council

Evercreech Parish Council

Privacy Policy

Our contact details:

Name: The Clerk

Address: Maestone Enfield Drive Evercreech BA4 6LL

Phone Number: 01749 830265

E-mail: clerk@evercreech-pc.gov.uk

The type of personal information we may keep:

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Email addresses
- Track and trace contact details for people attending Council Meetings in the village hall. These are destroyed after 3 weeks.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Contacting the Parish Council
- Requests to the Parish Council

We also receive personal information indirectly, from the following sources in the following scenarios:

- A complaint sent into the Parish Council naming an individual.
- Correspondence written and emailed to the Parish Council.
- If the Parish Council needs to contact you.

We use the information that you have given us in order

Resolve issues/communicate with you.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You can remove your consent at any time. You can do this by contacting The Clerk to Parish Council, details on Page 1.

(b) We need it to perform a public task.

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(c) We have a legitimate interest.

How we store your personal information

Your information is securely stored electronically on the Parish Council laptop and backup system.

We keep email addresses for the duration. We will then dispose your information by deleting your email address from the Parish Council email system.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the contact information on page 1 if you wish to make a request.

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How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the contact details on page 1.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>